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## SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION

### FEDERAL EMERGENCY SHELTER GRANT PROGRAM POLICIES

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#### A. PROJECT ELIGIBILITY

The Federal Emergency Shelter Grant Program (FESG), authorized under the Stewart B. McKinney Homeless Assistance Act of 1987, permits the United States Department of Housing and Urban Development to make grants to States and units of general local government for the rehabilitation or conversion of buildings for use as emergency shelters for the homeless, for the payment of certain operating and social service expenses in connection with emergency shelter for the homeless, and prevention activities.

The program is designed to help improve the quality of existing emergency shelters for the homeless, to help make available additional emergency shelters, to help meet the costs of operating homeless shelters and of providing certain essential social services to homeless individuals, so that these persons have access not only to safe and sanitary shelter, but also to the supportive services and other types of assistance they need to improve their situations. The program is also intended to restrict the increase of homelessness through the funding of preventive programs and activities.

#### 1. **Eligible Activities:**

- a. Operating costs for emergency shelters. Up to 10% of the FESG funds may be spent on staff costs involved with operations of an emergency shelter. Staff costs associated with maintenance or security are eligible as operating costs and are not counted towards the 10% cap. General administration costs are not eligible for funding.
- b. Essential services for the homeless up to a maximum of 30% of the FESG funds. This includes providing assistance in obtaining permanent housing, medical and psychological counseling and supervision, employment counseling, nutritional counseling, substance abuse treatment and counseling, assistance in obtaining other Federal, State and local assistance, other services such as child care, transportation, job placement and job training, and staff salaries necessary to provide these services.
- c. Homeless prevention activities up to a maximum of 30% of the FESG funds. This includes providing short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices, security deposits or first month's rent to permit homeless families to move into their own housing, mediation programs for landlord-tenant disputes, legal services programs

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for the representation of indigent tenants in eviction proceedings, payments to prevent foreclosure on a home and other innovative programs and activities designed to prevent the incidence of homelessness. Staff costs are not included as an eligible activity/expense under the homeless prevention category.

**FESG applicants should consult with Commission staff when preparing project budgets to ensure that all requested costs are eligible.**

**2. Participation of Homeless Individuals**

Effective 11/1/96, FESG regulations require that each recipient provide for the participation of at least 1 homeless individual or former homeless individual on the board of directors or other equivalent policy making entity.

**3. Compliance with County and City General Plans**

Proposed projects that require land use approvals must be consistent with the General Plan of the jurisdiction in which they are located in order to meet the goals and objectives of the jurisdiction. A certification of the project's consistency with the applicable General Plan, signed by an authorized representative of the jurisdiction, must be submitted with the proposed project application.

**4. Site Control**

All proposals must demonstrate site control at the time FESG funding is made available to the County by HUD (generally August of the new fiscal year). An executed long-term lease, option or purchase agreement or equivalent, legally enforceable instrument may satisfy this requirement. If site control is not in force at the time HUD makes FESG funding available to the County, the funding approval will be rescinded and the FESG funds will be reprogrammed.

**5. Homeless Management Information System Participation**

All funded applicants will participate, in a material and timely fashion, with the HUD Continuum of Care program requirements regarding providing data to the Homeless Management Information System (HMIS).

**B. LOCAL CONSOLIDATED PLAN GOALS AND OBJECTIVES**

The County has established three core goals, one each in the areas of housing, homelessness and non-housing community development. These three goals express the County's intentions related to assisting extremely low-, low- and moderate-income residents.

- Homelessness: To promote new and existing day centers, emergency shelters, transitional housing facilities and services that will coordinate and improve the continuum of care system for homeless residents of Sonoma County.

- Housing: To increase the housing stock that is affordable, accessible and available to extremely low-, low-, and moderate-income residents of Sonoma County, including special needs subpopulations.
- Non-Housing Community Development: To assist in creating and/or replacing infrastructure systems, public facilities and non-housing services that meet the needs of the extremely low-, low- and moderate-income residents of Sonoma County, including the homeless and special needs subpopulations.

The County has established fourteen specific objectives, listed in Appendix A, to implement these three goals. The objectives make general statements about the activities that will be assisted with FESG and other funds during the 5-year period of the Sonoma County Consolidated Plan 2005.

**Addressing one of the fourteen specific objectives is mandatory for a proposal to be eligible for FESG funding.**

**C. REVIEW AND SELECTION CRITERIA**

In no event will an award be granted in an amount less than \$10,000.

FESG funds will be combined with Community Development Block Grant (CDBG) public services funds for allocation purposes, see associated CDBG Policies for a description of the allocation process and funding criteria.

The funding allocation process is described in the attached APPENDIX A.

**D. MATCH REQUIREMENT**

Each subrecipient must match the FESG funding with an equal amount of funds from other, non-McKinney-Vento funding sources. Match funds must be provided after the date of the grant award.

**E. QUESTIONS?**

Additional information about the Sonoma County FESG Program may be obtained by contacting:

Cathy Allyn, Community Development Associate  
 Sonoma County Community Development Commission  
 1440 Guerneville Road, Santa Rosa, CA. 95403  
 phone 707-565-7541 ♦ fax 707-565-7557 ♦ callyn@sonoma-county.org

## APPENDIX A

### FUNDING SELECTION PROCESS AND CONSOLIDATED PLAN GOALS AND OBJECTIVES FY 2005-2006 THROUGH FY 2009-2010

#### FUNDING SELECTION PROCESS

**Please see the attached Consolidated Plan Application Timetable for the proposal deadline and public hearing dates discussed in this section.**

Each year, the Department of Housing and Urban Development notifies the County of its allocation amount of FESG, HOME, and CDBG funds. Sonoma County generally receives this notification in January of each year.

**All applicants should attend a Technical Assistance Session for interested applicants to be held on the date listed on the Consolidated Plan Application Timetable. Any applicant who cannot attend the scheduled Session should contact the Commission staff as soon as possible.**

Non-profit agencies must submit funding proposals directly to the Community Development Commission by 5:00 p.m. on the date listed on the Consolidated Plan Application Timetable. Project applications must be complete by the deadline date to be considered eligible for funding. Applications that do not include a Resolution from the Board of Directors, a current operating budget, a copy of the applicant's most recent audit, or complete answers to all applicable questions, will be deemed ineligible for funding.

In accordance with policies adopted by the Community Development Commission, proposals may not be revised and/or submitted after the deadline date. In addition, once a proposal is awarded funding by the Commission, the proposed activities cannot be materially altered. The Community Development Committee (CD Committee) appointed by the Board of Supervisors will assume the responsibility for reviewing the proposals. The CD Committee conducts a public hearing to take testimony regarding proposals. See the Consolidated Plan Application Timetable for the CD Committee's public hearing date.

At the conclusion of its hearing, the CD Committee will develop its funding recommendations to the Board of Supervisors. The Committee's recommendation will include a list of projects recommended for funding, the level of funding recommended and conditions to be satisfied prior to funding, if any. The recommendation will also include a prioritized listing of contingency projects to be funded if sufficient program income and/or reprogrammed funds become available during the subject fiscal year. These recommendations will be included in the Action Plan: One Year Use of Funds to be included in the appropriate Consolidated Plan. The Consolidated Plan Summary will be published/disseminated in accordance with the Sonoma County Citizen Participation Plan and thirty days allowed for the submission of written comments to be submitted to the Community Development Commission. See the

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Consolidated Plan Application Timetable for the publication dates and the end of the comment period. At the close of the comment period, the Action Plan: One Year Use of Funds, along with all public comments received, is submitted to the Board of Supervisors for approval. The Board is the final decision maker for determining award amounts.

Once the Board of Supervisors approves the awards, the Action Plan: One Year Use of Funds is submitted to HUD.

## GOALS AND OBJECTIVES

### **HOMELESSNESS**

***Goal: To promote new and existing day centers, emergency shelters, transitional housing facilities and services that will coordinate and improve the continuum of care system for homeless residents of Sonoma County.***

#### Homeless Specific Objectives:

- S-1: Provide day center services to homeless persons, some with special needs.
- S-2: Provide emergency shelter beds for homeless persons, some with special needs.
- S-3: Provide transitional housing with supportive services to persons leaving homeless shelters or to persons who are living “on the streets”, some with special needs.
- S-4: Provide mental health, other health and social services, counseling, employment training, education, childcare, parenting education, substance abuse treatment, domestic violence intervention, self-sufficiency skills, and transportation assistance, to homeless persons living “on the streets” or in emergency shelters, including outreach to the “street” homeless and assessment of individual and family needs. Some of the assisted persons will be from special needs subpopulations.
- S-5: Provide homeless prevention services to households who are at risk of becoming homeless, some with special needs.

### **HOUSING**

***Goal: To increase the housing stock that is affordable, accessible and available to extremely low-, low-, and moderate-income residents of Sonoma County, including special needs subpopulations.***

#### Housing Specific Objectives:

- H-1: Develop new rental and ownership housing units that are affordable and available to extremely low-, low- and moderate-income households, some with special needs.
- H-2: Develop new housing units with appropriate supportive services that are affordable, accessible and available to extremely low-, low- and moderate-income special needs households.
- H-3: Provide tenant-based rental subsidies to make market rate housing units affordable to extremely low-income households, some with special needs.
- H-4: Provide comprehensive rehabilitation and targeted hazard mitigation assistance to make needed repairs and improvements conventional single- and multi-family housing and mobile homes owned

and/or occupied by extremely low-, low- and moderate-income households, some with special needs.

H-5: Provide loans to eligible entities to acquire and/or rehabilitate existing multi-family housing affordable, accessible and available to extremely low-, low- and moderate-income households at risk of becoming market rate housing. The occupants of some of these assisted housing units will include special needs households.

H-6: Provide direct fair housing education and mediation services to low- and moderate-income renter households, some with special needs.

### ***NON-HOUSING COMMUNITY DEVELOPMENT***

***Goal: To assist in creating and/or replacing infrastructure systems, public facilities and non-housing services that meet the needs of the extremely low-, low- and moderate-income residents of Sonoma County, including the homeless and special needs subpopulations.***

#### *Non-Housing Community Development Specific Objectives:*

- C-1: Preserve low- and moderate-income neighborhoods and improve the quality of neighborhood-based living, including construction or reconstruction of storm/flood drain improvements, water and sewer improvements (connecting water and sewer lines to new or existing affordable housing developments, sewer mains, and rural water facilities), streets, streetlights, sidewalks, curbs and gutters (either non-existent or in need of repair or upgrade).
- C-2: Construct, renovate or install access modifications to meet the special needs of persons with disabilities and the elderly in accordance with the American with Disabilities Act (ADA) in public facilities, including but not limited to public parks, restrooms, youth centers, senior centers, fire stations, libraries and community recreation facilities.
- C-3: Facilitate economic integration and self-sufficiency for lower income persons through self-sufficiency programs and through job training and economic development activities to increase job opportunities.

#### ***Notes:***

1. The fourteen specific objectives make general statements about the activities that will be assisted by CDBG, HOME, FESG and/or other funds during the 5-year period of the Sonoma County Consolidated Plan 2005. **Interested applicants should contact Cathy Allyn at the Community Development Commission, at 565-7541 or callyn@sonoma-county.org, to discuss whether specific activities would be eligible for funding.**
2. The references to “County” in the objectives refer to the Urban County, including the 7 participating incorporated jurisdictions along with the unincorporated area, the funded nonprofit organizations, and all other entities identified in the Sonoma County Consolidated Plan 2005, as comprising a part of the delivery system through which the Urban County implements its Consolidated Plan.
3. The references to “special needs subpopulations” in the objectives include, but are not limited to: 1) elderly households, 2) persons with physical, mental or developmental disabilities, 3) persons with HIV/AIDS and their families, 4) large families, 5) single-headed households, and 6) farm workers.